

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Enforcement Operations</u> STATEMENT NUMBER <u>5.18</u>
SUBJECT: RESPONSE PROCEDURES FOR INQUIRIES CONCERNING PROBATIONERS/PAROLEES PROPONENT: <u>Michael McAlister, Director</u> <i>Name/Title</i> <u>Field Services</u> <u>271-5652</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>01/01/14</u> REVIEW DATE <u>01/01/15</u> SUPERSEDES PPD# <u>5.18</u> DATED <u>11/01/12</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**
To provide guidelines and procedures for answering inquiries concerning probationers/parolees during non-business hours.
- II. **APPLICABILITY:**
To NHSP/M Control Room staff and Probation/Parole Officers (PPOs).
- III. **POLICY:**
It is the policy of the NH Department of Corrections to respond to inquiries from law enforcement agencies about offenders under probation/parole supervision.
- IV. **PROCEDURES:**
 - A. Law enforcement agencies are advised that during non-business hours, inquiries regarding the legal status of probationers/parolees may be directed to the Prison Control Room. The Control Room maintains a Field Services roster.
 1. If the Control Room Officer receives an inquiry from law enforcement, the offender's legal status and the name of the supervising Probation/Parole Officer (PPO) will be verified in CORIS. If the PPO cannot be reached, the Control Room Officer will advise accordingly and request that any documents be forwarded to the supervising PPO. The Control Room Officer will also notify the supervising PPO and Chief PPO via e mail. The Control Room Officer is not to provide home telephone numbers to any outside agency or third party.
 2. The Control Room Officer may refer the inquiring agency to the provisions of RSA 597, Bail and Recognizances, if applicable.
 3. When receiving a call regarding an AHC Case, the supervising PPO shall be contacted. If the supervising PPO cannot be reached, the Control Room Officer will proceed up the chain of command.

- B. If an offender or third party calls the Control Room to contact a PPO, the Control Room Officer shall forward the contact information via email. PPOs should not give the Prison Control phone number to probationers or parolees, absent some exigent circumstance.
- C. NCIC Warrant Inquiries
Procedures for NCIC warrants can be found in PPD 5.63.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Service
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other:

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